

WAILEA EKAHI AOA APARTMENT ALTERATIONS MANUAL

SECTION F - FORMS & REFERENCE

PROCEDURES FOR APPROVAL OF OWNER REQUESTS FOR APARTMENT ALTERATIONS WHEN THE BOARD OF DIRECTORS IS NOT IN SESSION.

GENERAL POLICY-

Applications for approval of a proposed alteration to an apartment that is considered to be a Major Alteration Category II as defined in the Wailea Ekahi Association of Apartment Owners Apartment Alterations Manual shall be considered at a formally constituted Board of Directors meeting.

EXCEPTION TO GENERAL POLICY-

Subject to the following conditions the President may, at the request of the Chairman of the Building & Site Committee or the General Manager, request the Board of Directors to respond by email regarding an alteration application:

1. The application to alter an apartment is satisfactorily complete as determined by the General manager.
2. The requested alteration complies with applicable provisions of the Manual.
3. At least one member of the Building & Site Committee has visited the alteration site.
4. A copy of the completed application, or parts thereof, is available to any Board member by facsimile or otherwise (FedEx, etc.).
5. The General Manager and the committee member recommend approval.
6. Applications that include requests for alterations not specifically covered by the manual are not eligible for consideration under this exception.

PROCEDURES FOR IMPLEMENTING AN EXCEPTION-

Upon receiving evidence of satisfactory compliance with the above conditions, the President will provide appropriate information to Board members and request that they indicate, by email, whether or not they agree with the recommendation of the General Manager and the Building & Site Committee Chairman.

Email responses will be recorded and kept by the General Manager.

Results will be communicated to the applicant.

Decisions made under this exception will be official and recorded in the minutes of the next formally constituted Board of Directors meeting.